

DIVISION OF ENGINEERING SERVICES

2005 BUSINESS PLAN

**GEOTECHNICAL
SERVICES**

Business Plan Purpose

The purpose of this business plan is to guide the activities of the managers, supervisors and staff of Geotechnical Services in their role to help improve mobility across California.

The business plan provides a roadmap for the year to continue and improve what we do on a daily basis. The plan is not a static document that is updated yearly; but a living document that is continuously referred to and updated throughout the year by the Deputy Division Chief and office chiefs as objectives are accomplished and new challenges are addressed. The plan also provides a reference for staff to understand Geotechnical Services' role in the department's mission and vision and to have a clear understanding of Geotechnical Services' direction.

Geotechnical Services

Geotechnical Services provides the Department with a complete range of engineering geology and geotechnical engineering, policy and programmatic services. Our primary clients within the Department are the Districts, Structures Design, Structures Construction, and other DES sub-divisions. Geotechnical Services provides the following products and services:

- ❖ Geotechnical investigations, analysis, and recommendations.
- ❖ Geotechnical design reports and structure foundation reports.
- ❖ Specialized geotechnical engineering and engineering geology services; geotechnical earthquake engineering; field instrumentation; pile testing; soils testing; groundwater, reinforced earth, rock fall, and landslide studies.

Geotechnical Services competitive strategy to keep our clients is as follows:

- ❖ To provide competent geotechnical and geologic recommendations.
- ❖ To be able to respond quickly to requests for our services.
- ❖ To provide design recommendations that are economical and constructible.
- ❖ To maintain open and honest communication.

California Department of Transportation

One Mission/One Vision

Caltrans Improves Mobility Across California

The California Department of Transportation strives to be the highest performing transportation agency in the country. In pursuit of our mission, we continue to build a talented and diverse team and to strengthen ties with our partners. To keep California moving, we commit ourselves to these goals:

Safety – Provide the safest transportation system in the nation for users and workers.

Flexibility – Provide mobility choices through strategic partnerships.

Reliability – Provide dependable travel times.

Performance – Optimize transportation system throughput.

Stewardship – Preserve and enhance California’s resources and investments.

Delivery – Improve delivery of projects and services.

Subdivision Goals

Through these sub-division goals we support the Department’s goals.

1. Improve mobility through strategic focus on achieving outcomes and delivering cost effective products and services.
2. Facilitate collaborative opportunities through developing public and private partnerships.
3. Create a business unit that is responsive, flexible and accountable to its partners.

Division of Engineering Services
Geotechnical Services

Goal No. 1: Improve mobility through strategic focus on achieving outcomes and delivering cost effective products and services.

Action Number	GS Planned Actions	Lead	Target
1.1	Develop feedback on GS products and services from clients and employees.	Abghari	12/1/05
1.2	Implement gINT geotechnical database management technology to: Streamline production of boring records and LOTB's, Archive geotechnical data for future ready access, Capture geotechnical soils lab data and CPT data and develop GIS Interface.	Bibbens	12/1/05
1.3	Develop QC/QA procedure (at least put into writing) for FR's and GDR's.	Bibbens	9/1/05
1.4	Continue development of standards, procedures and technical notes to assist staff by providing guidelines on routine issues that they work on. Utilize BPRI team or other appropriate vehicle to start production of GS Technical and Procedural Guidelines. Build upon work done so far by BPRI team, do not retreat.	GSMT	8/1/05
1.5	Develop and Implement Construction Support Tool.	Pokrywka	10/1/05
1.6	Implement action plan to improve product (budget) management – Insure accountability and proper inventory of drilling materials. (Barcode)	Brimhall	10/1/05
1.7	Produce 2005/2006 Code of Safe Drilling Practices.	Brimhall	9/1/05
1.8	Develop guidelines for compliance with government code regarding Underground Service Alert.	Brimhall	10/1/05
1.9	Implementation of LFRD through GD Design Offices.	Ehsan	4/1/06
1.10	Delivery of 2005 rainstorm damage projects.	Ehsan	12/1/05
1.11	Prepare a decision document to address GS corporate needs.	Willian	8/1/05
1.12	Develop decision document to evaluate Foundation Testing.	Willian	9/1/05
1.13	Develop decision document to evaluate our role in Nuclear Business.	Willian	9/1/05
1.14	Develop draft decision document to circulate to evaluate Geotech Drilling Permits.	Pokrywka	8/1/05
1.15	Have FHWA review GS operations and make improvement recommendations.	Davis	7/1/06
1.16	Identify challenges with support functions.	Davis	8/1/05
1.17	In OGDW standardize CPT use in Design	Pokrywka	7/1/06

**Division of Engineering Services
Geotechnical Services**

Goal No. 2: Facilitate collaborative opportunities through developing public and private partnerships.

Action Number	GS Planned Actions	Lead	Target
2.1	Make a collaborative presentation at District PE Meeting with Design.	Pokrywka	12/1/05
2.2	Develop Communication Plan with Drilling Services.	Pokrywka	6/1/06
2.3	Develop a cooperative partnership with Division of Equipment.	Brimhall/ Willian	Monthly
2.4	Participate in SEEDS seismic research.	Brimhall	Ongoing
2.5	Continue a cooperative partnership with California Conservation Corp.	Brimhall	Ongoing
2.6	Develop collaborative relation with GS consultants.	Brimhall	Ongoing
2.7	Develop plan to improve relations with SD/SEEDS	Davis	8/1/05
2.8	Work with other State Geotechnical Engineers to leverage ideas, products and collaborative opportunities.	Davis	Ongoing
2.9	Develop plan to participate in national conferences.	Davis	12/1/05
2.10	Meet with Division of Research and Innovation.	Davis	Monthly
2.11	Develop partnerships with CGS and USGS.	Davis	7/1/06
2.12	Visit all staff and Districts.	Davis	11/1/05

Division of Engineering Services
Geotechnical Services

Goal No. 3: Create a business unit that is responsive, flexible and accountable to its partners.

Action Number	GS Planned Actions	Lead	Target
3.1	Develop a decision document to evaluate the adequacy of organizational structure to support implementation of LRFD.	Abghari	TBD
3.2	Develop and implement bottom up workplan estimating process.	Bibbens	8/1/05
3.3	Develop plan for adjusting to staffing change.	Pokrywka	Done
3.4	Implement GS Design Office Workload Tool.	Pokrywka	12/1/05
3.5	Develop an integrated Office-wide tracking system for all branches in Geotechnical Support that links to the Geotechnical Services Tracking system.	Willian	7/1/06
3.6	Accomplish all drilling when requested .	Brimhall	Ongoing
3.7	Ensure staff is client oriented and technically proficient by providing the materials, tools, equipment, and training.	Ehsan	12/1/06
3.8	Implement a GS Delivery Plan	Davis	7/1/05
3.9	Identify Task Managers in Geotechnical Services.	Davis	Done
3.10	Develop electronic filing system plan for Geotechnical Services.	Willian	7/1/06